

# Letter of Inquiry for Postponing Payment Obligations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a postponement of my payment obligations due on [insert due date]. Due to [specific reason, e.g., unforeseen circumstances, financial difficulties], I am unable to meet the scheduled payment deadline.

I kindly ask for your understanding and support in this matter. If possible, I would like to discuss options for rescheduling my payments or creating a temporary payment plan.

Please let me know a suitable time for us to discuss this further. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position, if applicable]